

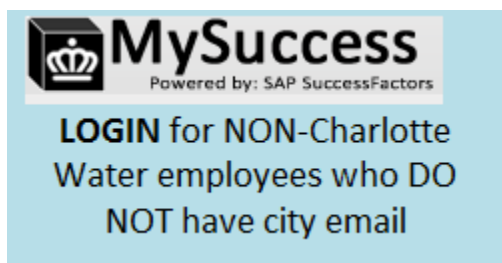
## Getting Started – Logging In:

There are 3 basic ways to log in:

1. **Employees with an email account** will use their email username and password to log in. **You will no longer use a separate password for MySuccess.** If you haven't logged in to the new MySuccess platform before, you will be directed to a Microsoft login page. Enter your City email username and password.



2. **Charlotte Water employees** should use the AppV icon on your computer screen.
3. **Employees without a City email account** should use the instructions on CNet to access password information.



Note: If you haven't logged in to the new MySuccess platform before, you will be directed to a Microsoft login page.

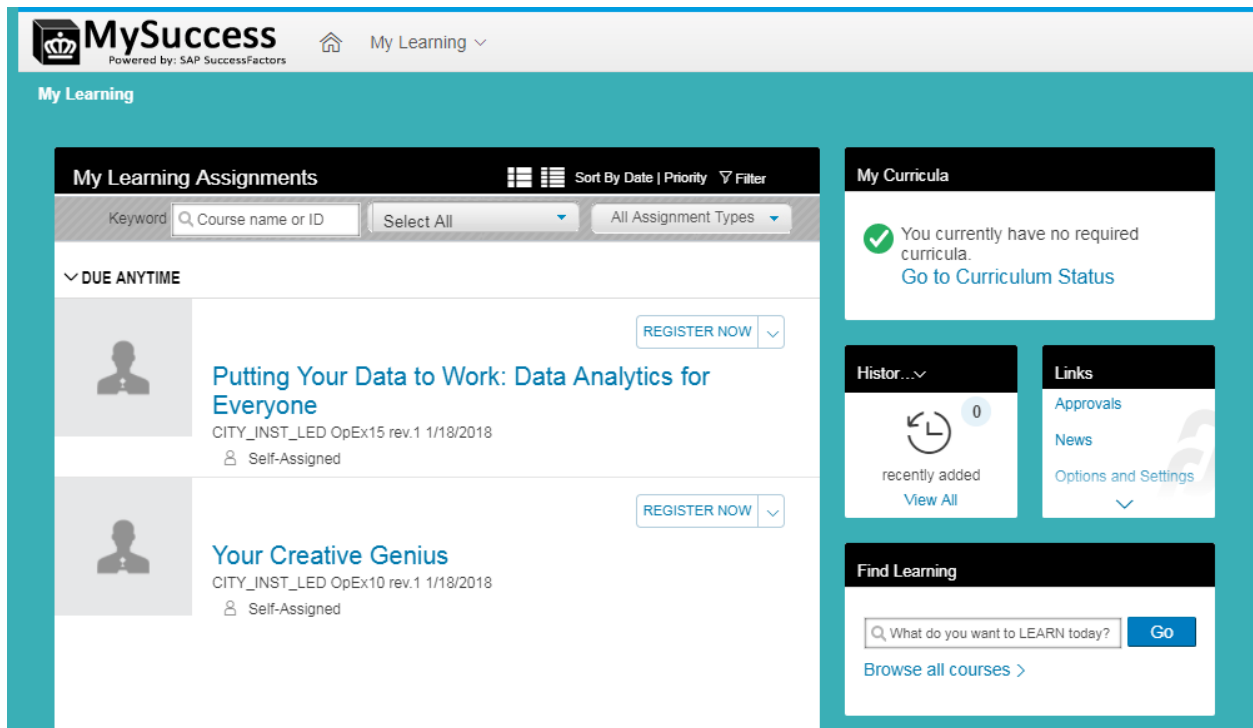
## Navigating:

Select "My Learning" from the home screen or the top menu.



## Learning Plan:

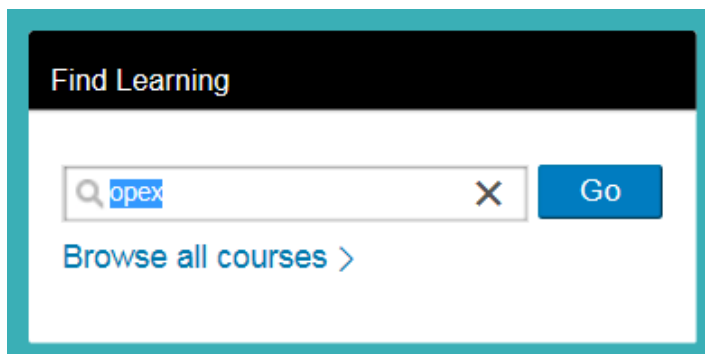
The main part of the screen is called your 'Learning Plan'. You can register for classes or view online content by hovering over the training item listed on your learning plan.



Online courses are denoted by the computer icon and instructor-led (classroom) courses are denoted by the person icon.

## Catalog:

The catalog is accessible through the search box and the 'Browse' link to the right of the users Learning Plan.



The interface allows the user to filter the search results by subject area or course type. You can click on the item to register.

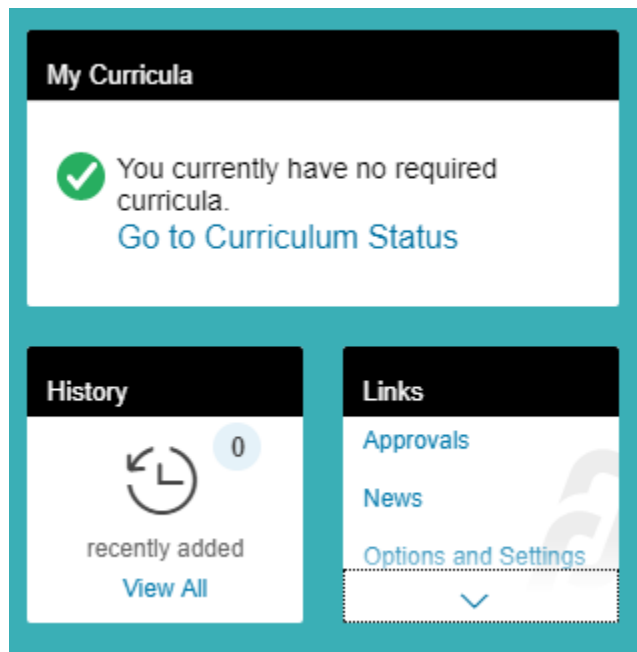
The screenshot shows a web interface for a catalog search. At the top, there's a search bar with the text 'opex' and a 'Go' button. Below the search bar, it says 'You searched for "opex"'. On the left, there's a sidebar with 'Narrow Courses:' and a list of categories: Instructor-Led, Online, Other, External, Curricula, Program, QuickGuide, and Collection. The main area displays three course results, each with a person icon, a title, a description, and links to 'See Offerings for Price' and 'View Course Dates'. The courses are: 'Automation & Basic Programming with Python (2-part series)', 'Cartography Basics', and 'Creating Spatial Metadata'. At the bottom right of the main area, there's a 'Register Now' button with a blue arrow pointing to it.

You can register from this screen.

This block shows a detailed view of a course listing. The course is titled 'Putting Your Data to Work: Data Analytics for Everyone' and is an 'Instructor-led Course'. It includes a description, a 'See Offerings for Price' link, and a 'Hide Course Dates' link. At the bottom, there's a section for the course date and time: '6/6/2018 09:00 AM - 1 day'. Below this, there's a description of the location: '3rd floor, Suite 340, (HR building, 700 E. 4th St., across the plaza from CMGC) - Computer Lab A / Suite 340 / Room 3007'. The price is listed as 'Free' and there are '12 seats available'. A 'Register Now' button is prominently displayed with a blue arrow pointing to it.

## Easy Links and Learning Status:

Links to common used items as well as quick access to your learning history.



For additional assistance, please email [learning@charlottenc.gov](mailto:learning@charlottenc.gov).